



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
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(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

May 1, 2013

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

To: Sachi A. Hamai
Executive Officer

From: William T Fujioka
Chief Executive Officer

REVIEW OF BOARD POLICY NO. 20.110

A review of the current Board Delegated Authority Policy No. 20.110 – Signature for Federal Assistance Under Federal Robert T. Stafford Act, as amended, revealed it was adopted in May 1998 and will be expiring on June 30, 2013, after its initial 15-year term as approved by the Board of Supervisors. Since the adoption of the initial 15-year term, the Board has changed its policy which now requires the County Audit Committee to review each Board Delegated Authority every four years. Therefore, we are recommending a four-year extension be granted from June 30, 2013, the Sunset Review Date, to July 1, 2017.

In addition to extending the Sunset Review Date, we are also requesting signatory changes be made due to organizational changes within the Chief Executive Office.

The current Board Policy authorizes the Chief Executive Officer (CEO), Assistant Director of the Office of Emergency Management (OEM), and the Manager of the OEM to execute for and on behalf of the County applications and documents for the purpose of obtaining financial assistance under the Federal Robert T. Stafford Act, as amended. We are recommending the addition of signatory authorization for the Chief Deputy, CEO; Administrative Deputy, CEO; and the Manager of the County Disaster Administrative Team (CDAT).

The Robert T. Stafford Act requires the signatories have the authority to sign on behalf of the entity requesting assistance. Should the CEO be unavailable, the Chief Deputy, CEO shall act as and perform and discharge all of the duties of the CEO. As a result of reorganization in the CEO, CDAT now reports to the Administrative Deputy, CEO. The Administrative Deputy, CEO and the CDAT Manager oversee the application process, execute documents, and obtain financial assistance.

Should you have any questions, please do not hesitate to have a member of your staff contact Acting Administrator Ronald Wade, OEM, at (323) 980-2270 for assistance.

WTF:GAM:REW:DC/llm

Attachment

c: Audit Committee

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Los Angeles County

BOARD DELEGATED AUTHORITY

| Policy #: | Title: | Adopted Date: |
|-----------|---|---------------|
| 20.110 | Signature for Federal Assistance Under Federal Robert T. Stafford Act, as amended | 05/05/1998 |
| | Department: | |
| | <i>Chief Executive Office</i> | |

POLICY

The Chief Executive Officer; Chief Deputy, Chief Executive Officer; Administrative Deputy, Chief Executive Officer; Assistant Director of the Office of Emergency Management, and the Manager of the Office of Emergency Management; and the Manager of the County Disaster Administrative Team are authorized to execute for and on behalf of the County, applications and documents for the purpose of obtaining financial assistance under the Federal Robert T. Stafford Act, as amended.

REFERENCE

[Government Code Section 23004](#)

Adopted by Board of Supervisors May 5, 1998, [Synopsis No. 18](#)

RESPONSIBLE DEPARTMENT

Chief Executive Office

DATE ADOPTED/SUNSET REVIEW DATE

Adopted Date: May 5, 1998

**Sunset Review Date: June 30, 2013
July 1, 2017**